



First Presbyterian Church Preschool Director Posting

First Presbyterian Church Nursery school has a long and rich history in the Findlay community. For approximately 50 years, the preschool has been a half-day program of nurture, exploration and play for 3- and 4-year-olds. After the retirement of a long-time director, FPC is seeking a part-time director, to continue to lead the preschool, as well as explore and facilitate the expansion of our half-day program. Well understood in our community as a “go to” preschool, FPC is beginning a new chapter to explore how we can further support and nurture the development of children in our community. We are looking for a candidate that is creative, has experience with preschool/childcare administration and the ability to facilitate the expansion of our program, into a full day preschool program and/or childcare center. This job has the potential to become full-time with benefits as the program grows.

FPC nursery school is licensed by the State of Ohio, so a bachelor’s degree is preferred.

General job responsibilities include:

- Program Development
 - Attend and coordinate lesson-planning sessions among the five classes, giving attention to rooms, equipment, screening of field trips, parties, gifts, etc.
 - Purchase necessary equipment and supplies to meet program needs
 - Supervise and facilitate parent/teacher communication and conferences
 - Maintain a harmonious, innovative, and appropriate overview of the program

- Administrative oversight:
 - Fulfill all state licensing requirements for the preschool
 - Work alongside other church staff to integrate the preschool as a mission and ministry of the congregation and make sure building is equipped and functioning correctly to meet the needs of the preschool;
 - Has financial oversight of the program
 - Annually prepare school calendar and establish regular hours at the Nursery School

- Work with nursery school advisory board to evaluate future budget needs and tuition changes, oversee registration and scholarship needs, create a monthly newsletter and explore the needs of our community in terms of classroom number and size

- With the personnel committee of the church, lead efforts to hire teachers and other staff as needed and conduct annual reviews and evaluate compensation for nursery school staff

Resumes may be mailed to the church or emailed to fpcpreschool2023@gmail.com.